

Lincoln/Lancaster County Planning Department Pre-Application Meeting Process

How to schedule a pre-application meeting:

Contact Teresa at 441-6162 or tmckinstry@lincoln.ne.gov in the Planning Department before noon the Thursday preceding the meeting which would be on the following Thursday.

Option 1: (submit plans for staff review before meeting)

- A. When requesting the meeting the applicant provides to the Planning Department:
 - An agenda that includes the purpose of the meeting and the expectations
 - Who the applicant plans to bring to the meeting (to determine the size of the meeting room)
 - A sketched concept site plan when appropriate that includes existing contour lines and an aerial photo. The existing contour map and aerial photo should include at least 300' beyond the boundary of the site.
 - The location of the closest existing sanitary sewer lines and water mains and a proposal on how the utilities would be extended to the site
 - Vehicular access points to the surrounding major streets and to the adjacent property
 - The proposed and existing land uses
 - The developer's time line (when they want building permits etc).
- B. The agenda and information would be presented to the Friday Departments meeting for a preliminary review to determine if it was necessary to bring in additional staff for a staff meeting on Tuesday.
- C. Developer & Staff meeting on Thursday.
- D. Written summary prepared and sent within one week to all attendees plus the Directors of Planning, Public Works & Utilities, Building & Safety, and Health Departments.

Option 2: (present plans at the meeting)

- A. The applicant provides an agenda that includes the location, the purpose of the meeting, the expectations but no plans and indicates how many people they plan to bring to the meeting (to determine the size of the meeting room). This allows the applicant to personally present their ideas to staff at the Thursday meeting.

The applicant presents their proposal.

- A sketched concept site plan when appropriate that includes existing contour lines and an aerial photo. The existing contour map and aerial photo should include at least 300' beyond the boundary of the site.
- The location of the closest existing sanitary sewer lines and water mains and a proposal on how the utilities would be extended to the site.
- Vehicular access points to the surrounding major streets and to the adjacent property.
- The proposed and existing land uses.
- The developer's time line (when they want building permits etc).

Staff listens and comments on some obvious issues but would not make any commitments until they had an opportunity to review the ideas amongst themselves and other staff before submitting a written response.

- B The response would be sent within one week of the meeting to all attendees plus the Directors of Planning, Public Works & Utilities, Building & Safety, and Health Departments.

If you have any questions, please contact Ray Hill in the Planning Department at 441-6371.

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Ray F. Hill  
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